

# Creating a Transportation Encounter Note

1. **Getting here:** Login, select the **Facility**, select **Client List** on the Navigation Pane (left menu) to generate the Client Search Screen, find client, select **Activity List**.

2. Click **Encounters** on the Navigation Pane.

3. Click **Add Encounter Record**.

Idaho-WITS Training

User: Baslin, Crystal  
Loc: RSS Stand Alone, RSS Stand Alone - Boise  
Client:

Printable View

Client Search

Agency: RSS Stand Alone

First Name: \*

SSN: \*

Idaho-WITS Training Client ID: \*

Unique Client Number: \*

Treatment Staff: \*

Case Status: All Clients

Other Number: \*

Include Only Active Consents: Yes

Facility: \*

Last Name: \*

DOB: \*

Provider Client ID: \*

Primary Care Staff: \*

Intake Staff: \*

Number Type: \*

Clear Go

Client List (Export)

Unique Client #	Full Name	DOB	SSN	Gender	Actions
201011860000014	Amarylis, A	1/1/1986	000-00-0000	Female	<a href="#">Profile</a>   <a href="#">Activity List</a>   <a href="#">Linked Consents</a>

Idaho-WITS Training

User: Baslin, Crystal  
Loc: RSS Stand Alone, RSS Stand Alone - Boise  
Client: Amarylis, A | 201011860000014 | Case #: 1

Printable View

Client Activity List

Activity	Activity Date	Created Date	Status	Actions
Client Information (Profile)	7/1/2013	8/14/2013	Completed	<a href="#">Review</a>
Intake Transaction	7/1/2013	8/14/2013	Completed	<a href="#">Review</a>
Client Program Enrollment (Adult Recovery Support Services)	7/1/2013	8/14/2013	Completed	<a href="#">Review</a>
Encounter Summary	8/19/2013	8/19/2013	Completed	<a href="#">Review</a>

Idaho-WITS Training

User: Baslin, Crystal  
Loc: RSS Stand Alone, RSS Stand Alone - Boise  
Client: Amarylis, A | 201011860000014 | Case #: 1

Generate Report Printable View

Encounter Search

Start Date: 2/14/2013

End Date: 2/14/2014

Rendering Staff: \*

Service: \*

Encounter Status: \*

Program: \*

Clear Go

Encounter List(Export)

Svc Date	Service	CNC ID	Rendering Staff	Program Name	Status	Actions
8/19/2013	Drug/Alcohol Testing	1999	Williams, Denise	Adult Recovery Support Services	Not Released	<a href="#">Review</a>   <a href="#">View Notes</a>

4. Select RSS Notes as the Note Type.

5. Select the Appropriate Transportation Service.

6. Select Transportation as the Service Location.

7. Enter the Start Date.

8. Enter a Start Time and End Time.

**Note: The Start Time and End Time are required fields, however, transportation services are based on the number of units, not the time.**

9. Enter the # of Service Units.

**Note: This is the number of miles for the service "Transportation of Client" or the number of client pick ups for the service "Transportation pick up".**

10. Click the Next Arrow.

Idaho WITS Training

User: Bastin, Crystal  
Loc: RSS Stand Alone, RSS Stand Alone - Boise  
Client: Amaryllis, A | 201011860000014 | Case #: 1

Generate Report Printable View

Encounter for Amaryllis, A

Note Type: RSS Notes

ENC ID: [Blank]

Created Date: [Blank]

Service: Transportation of Client

Parent Service: [Blank]

Program Name: RSS Stand Alone - Boise/Adult Recovery Support Services - 7/1/2013 -

Service Location: Transportation

Start Date: [Blank]

End Date: [Blank]

Start Time: [Blank]

End Time: [Blank]

Duration: [Blank]

# of Service Units/Sessions: [Blank]

Pregnant: [Blank]

Emergency: [Blank]

Diagnoses for this Service

Primary: [Blank]

Secondary: [Blank]

Tertiary: [Blank]

Rendering Staff: Bastin, Crystal

Supervising Staff: [Blank]

Referring Phys: [Blank]

Administrative Actions

Release to Billing

Cancel Save Finish

Idaho WITS Training

User: Bastin, Crystal  
Loc: RSS Stand Alone, RSS Stand Alone - Boise  
Client: Amaryllis, A | 201011860000014 | Case #: 1

Generate Report Printable View

Encounter for Amaryllis, A

Note Type: RSS Notes

ENC ID: [Blank]

Created Date: [Blank]

Service: Transportation of Client

Parent Service: [Blank]

Program Name: RSS Stand Alone - Boise/Adult Recovery Support Services - 7/1/2013 -

Service Location: Transportation

Start Date: [Blank]

End Date: [Blank]

Start Time: [Blank]

End Time: [Blank]

Duration: [Blank]

# of Service Units/Sessions: [Blank]

Pregnant: [Blank]

Emergency: [Blank]

Diagnoses for this Service

Primary: [Blank]

Secondary: [Blank]

Tertiary: [Blank]

Rendering Staff: Bastin, Crystal

Supervising Staff: [Blank]

Referring Phys: [Blank]

Administrative Actions

Release to Billing

Cancel Save Finish

11. Enter a note in the Unsigned Notes box.

12. Click Sign Note.

13. Click Save.

14. Click Release to Billing.

Encounter Notes - Microsoft Internet Explorer provided by Department of Health and Welfare  
Training  
Client: Amaryllis, A | 201011860000014 | Case #: 1  
Generate Report Printable View Logout

Encounter Notes for Amaryllis, A

Goal Progress

Associated Goals

Goal #	Goal	Description	Actions

Associated Objectives

Obj #	Objective	Description	Actions

Associated Interventions

#	Intervention	Status	Actions

Signed Notes

Unsigned Notes

Transportation of client.

Allow Disclosure: No Cancel Save Finish

Add Note Sign Note

Administrative Actions  
Release to Billing

Encounter Notes - Microsoft Internet Explorer provided by Department of Health and Welfare  
Training  
Client: Amaryllis, A | 201011860000014 | Case #: 1  
Generate Report Printable View Logout

Encounter Notes for Amaryllis, A

Goal Progress

Associated Goals

Goal #	Goal	Description	Actions

Associated Objectives

Obj #	Objective	Description	Actions

Associated Interventions

#	Intervention	Status	Actions

Signed Notes

Unsigned Notes

Signed by Bastin, Crystal, 2/14/2014 6:47:51 PM  
Transportation of client.

Allow Disclosure: No Cancel Save Finish

Add Note Sign Note

Administrative Actions  
Release to Billing